



# City of Scottsdale Citywide Volunteer Application

Office Use Only

Location: \_\_\_\_\_  
Assign: \_\_\_\_\_  
Site Supv: \_\_\_\_\_  
HR Vol COORD \_\_\_\_\_

## Personal Data:

Last Name:		First Name:		MI:
Address:				
City:		State:	Zip:	
Phone:	Home:	Office:	Cell:	
E-mail Address: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, email:				
Can you submit proof of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please give age:				
Do any of your relatives, volunteer or work for the City of Scottsdale? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Who/Where:				
Have you ever Volunteered for City of Scottsdale? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Date: Location:				
How did you hear about this volunteer opportunity? <input type="checkbox"/> Internet <input type="checkbox"/> Flyer <input type="checkbox"/> City Employee <input type="checkbox"/> Friend <input type="checkbox"/> Other				

## Education and Work Skills:

<input type="checkbox"/> High School Graduate	<input type="checkbox"/> Passed High School Equivalency test/GED	<input type="checkbox"/> Neither
If Student: Name of school, grade in the fall:		
College or University:		College Major:
Graduate Field:	Approximate typing speed:	wpm
Fluent in a language other than English:	Language (s):	Speak: <input type="checkbox"/> Read: <input type="checkbox"/> Write: <input type="checkbox"/>
List skills, license, and professional certification (date & #):		

## Employment History:

Are you presently employed? (Check as many as apply)

☐ Employed full-time ☐ Employed part-time ☐ Unemployed ☐ Retired ☐ Student

## Current/Previous Employer or Volunteer Work: (Please be sure to include contact # for reference contact)

Company/Organization Name:		Phone :	
Supervisor Name/Title:	Employment/Volunteer Dates:	From (mo/yr):	To (mo/yr.):
Work Performed:			

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Supervisor Name/Title:	Employment/Volunteer Dates:	From (mo/yr):	To (mo/yr.):
Work Performed:			

Have you ever been discharged, requested or forced to resign from any position for misconduct or unsatisfactory service? ☐ Yes ☐ No  
If yes, please explain circumstances:

## Emergency Contact:

Name:	Phone:	Relationship:
Name:	Phone:	Relationship:

## Volunteer Interest:

### Select an area of interest?

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> CA – Civil Dept.    | <input type="checkbox"/> CS – Administration       | <input type="checkbox"/> CS – Handlebars Helpers | <input type="checkbox"/> CS – Human Services     |
| <input type="checkbox"/> CS – Library        | <input type="checkbox"/> CS – McDowell Preserve    | <input type="checkbox"/> CS – Parks & Recreation | <input type="checkbox"/> CS – Special Events     |
| <input type="checkbox"/> CS – Sr. Centers    | <input type="checkbox"/> CS – Youth/Teen           | <input type="checkbox"/> EV – Downtown Group     | <input type="checkbox"/> Fire – Comm. Outreach   |
| <input type="checkbox"/> HR – Administration | <input type="checkbox"/> PNT – Adopt-A-Road        | <input type="checkbox"/> PNT – Code Enforcement  | <input type="checkbox"/> PNT – Mediation Program |
| <input type="checkbox"/> PNT – Records       | <input type="checkbox"/> PNT – Traffic Engineering | <input type="checkbox"/> Police – Comm. Outreach | <input type="checkbox"/> Other: _____            |

### Please indicate the frequency of time you are available to volunteer:

- ☐ Once a week      ☐ Twice a week  
☐ Daily      ☐ Other: \_\_\_\_\_

### Please check volunteer type:

- ☐ Year Round      ☐ Seasonal      ☐ One-time event  
☐ Special Events      ☐ Other: \_\_\_\_\_

### Times Available: (Please submit hours available to volunteer)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evenings							

## Criminal Background Information:

**ALL QUESTIONS MUST BE ANSWERED TRUTHFULLY AND COMPLETELY.** "Crime" as used in this section means any and all felonies, misdemeanors and serious driving offenses, including but not limited to driving while under the influence of intoxicating liquor ("DUI") or drugs, extreme DUI, reckless driving, aggressive driving, racing/exhibition of speed, excessive (criminal) speed, leaving the scene of an accident, driving on a suspended, revoked or refused license, or any other driving offense that is a misdemeanor (i.e., possible penalty for conviction includes imprisonment or jail time). "Crime" does not include minor (civil) traffic offenses. *If you are not sure how to answer these questions, please ask for assistance.*

"Convicted" means that you have been found guilty or nolo contendere ("no contest") to a crime and/or have been sentenced for a crime, whether imprisoned, incarcerated, placed on probation, fined or received a suspended sentence.

Your fingerprints will be sent to state and federal law enforcement agencies (DPS and FBI). *All agreements between the applicant and the City of Scottsdale for volunteer work will be subject to satisfactory review of any criminal convictions you may have.*

**\*\*NOTE:** A criminal conviction(s) does not constitute an automatic bar from volunteering. Factors considered in this regard include, but are not limited to, age at time of offense(s), the nature of the offense(s), and the relationship between the offense(s) and the assignment(s) for which you are seeking. **Your failure to make a full and accurate disclosure of any prior conviction(s), or to answer the questions above fully and accurately, may result in the rejection of any pending volunteer application or offer for city volunteer work, or dismissal of City volunteer assignment, as applicable.**

#### Question #1:

**Have you ever been convicted of a crime in any domestic, foreign or military court, regardless of whether the conviction was later set aside or expunged?**

**Answer by circling "Yes" or "No"**

#### Question #2:

**Do you presently have any criminal charges pending in any court?**

**Answer by circling "Yes" or "No"**

**If you answered "Yes" to either of the questions above, please provide the following information:**

Offense you were charged with	Was it a felony, misdemeanor or traffic charge?	Date Charged (month / year)	Jurisdiction	Conviction (ie: fine, jail time, trial pending, expunged, set aside, etc)

**If an offense(s) has been set aside or expunged, please give date(s): \_\_\_\_\_**

**The City of Scottsdale reserves the right to conduct a full state and federal background check on volunteers. Please complete this section in its entirety. If you have questions please contact Human Resources.**

## Conditions of Volunteering:

I fully understand, acknowledge and agree to the following conditions:

The program is under no obligation to accept all interested volunteers. Any or all of the following will be required before placement in a volunteer assignment: (A) Fingerprinting, (B) Background Investigation, and/or (C) Substance Abuse Testing.

All statements made in this volunteer application are true and authorization is given to investigate all matters contained in this application. Any false statement or misrepresentation on this application will be cause for refusal of placement and immediate dismissal at any time during the period of my volunteer assignment.

Print Name

Signature

Date

Signature of Parent/Guardian (If volunteer is a minor)

Date

Please Submit To:

9191 E San Salvador Drive Scottsdale, AZ 85258-Attn: Volunteer Program Coordinator

Rev: 10/8/2014